

CITY OF OLYMPIA
invites applications for the position of:
Office Specialist II

SALARY: \$19.89 - \$24.17 Hourly

OPENING DATE: 11/14/14

CLOSING DATE: 12/01/14 11:59 PM

DESCRIPTION:

About the Position

The Olympia Municipal Court is looking for an enthusiastic and dedicated professional to join the Court Services Division of the Municipal Court. Duties will include support for the operation of the court, performing a wide variety of technical and complex legal, clerical, secretarial and accounting duties. There are two full-time positions available.

Ideal Candidate Profile

- Have knowledge of parking regulations and ordinances.
- Have knowledge of case management systems related to parking management.
- Have knowledge of the court's case management system (JIS).
- Have knowledge of local and state court rules, legal procedures and terminology, as well as current with legislative changes affecting the Municipal Court.
- Have the ability to prioritize multiple tasks, meeting schedules and time lines with frequent interruptions.
- Possess excellent human relations skills and the ability to maintain poise and composure under pressure while interacting with irate or distraught individuals.
- Establish and maintain cooperative and effective working relationships with co workers, supervisors and internal/external customers.

To Apply

Submit a resume and cover letter by attaching them to your electronic application. The cover letter must be no more than one page long and include specific examples of how you meet the Ideal Candidate Profile (above). **Only electronic applications are accepted.**

Contact Information

If you have questions about the position and/or requirements, please contact Maryam Olson, Court Administrator, at molson@ci.olympia.wa.us.

EXAMPLES OF ESSENTIAL DUTIES:

The essential functions of this position include but are not limited to:

- Routine and moderately complex clerical and/or administrative support duties.
- Computer data entry, receipting fines, maintaining the court's case management system.
- Answer multi-line phone system, routing calls accurately.
- Greet and assist the public at a front counter and/or general reception area.
- Represents the office in a professional capacity, assuming confidentiality in all matters.
- Punctual, regular and reliable attendance is essential for successful job performance.

TYPICAL QUALIFICATIONS:

Knowledge/Skills/Abilities:

- Knowledge of general office practices and procedures.
- Ability to type with speed and accuracy.
- Knowledge of courts of limited jurisdiction, court rules, general court procedures.
- Ability to operate word-processing equipment and/or a computer terminal.
- Ability to perform basic arithmetical calculations.
- Ability to alphabetize and file material with speed and accuracy.
- Ability to operate a variety of office machines.
- Ability to follow verbal and/or written instructions.
- Ability to work independently from general instructions.
- Ability to communicate in a clear/concise manner.
- Ability to present a positive image of City services to the public.
- Ability to concentrate and maintain attention to detailed information for prolonged periods of time.
- Ability to work cooperatively with others as a member of a service oriented team.

Experience/Education:

- Any combination equivalent to Graduation from high school and three years of increasingly responsible clerical experience, including one year of public contact.
- JIS/DISCIS experience preferred.

Special Requirements:

- Valid Washington State Driver's License may be required.

SUPPLEMENTAL INFORMATION:

Contacts:

- Office Specialists II have daily contact with Department or Division staff for the purpose of information-sharing and gathering and coordination of work effort.
- Contacts with the general public may be difficult and require the employee to explain the City's policies and procedures with tact, clarity, and professionalism.

Supervision:

- None (May assist in the training of other, less experienced, employees).

Accountability:

- Office Specialists II are accountable for the timely completion, accuracy, and quality of assigned tasks.

Working Conditions:

- Office Specialists II work in an office which may be moderately noisy; subject to frequent

work interruptions; and may require sitting and data entry/word processing for extended periods of time.

In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women and minorities are encouraged to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
www.olympiawa.gov

Position #1200049
OFFICE SPECIALIST II
CW

PO Box 1967
Olympia, WA 98506
360-753-8305

Office Specialist II Supplemental Questionnaire

* 1. How many years of court experience do you have?

- ☐ 0 Years
- ☐ At least 1 year
- ☐ At least 2 years
- ☐ 3 or more years

2. Please describe your court experience.

* 3. How many years of parking management experience do you have?

- ☐ 0 years
- ☐ At least 1 year
- ☐ At least 2 years
- ☐ 3 or more years

4. Please describe your parking management experience.

* 5. How many years of JIS/DISCIS experience do you have?

- ☐ 0 years
- ☐ At least 1 year
- ☐ At least 2 years
- ☐ 3 or more years

6. Please describe your JIS/DISCIS experience.

* 7. How many years of cashiering experience do you have?

- ☐ 0 years
- ☐ At least 1 year
- ☐ At least 2 years
- ☐ 3 or more years

8. Please describe your cashier experience.

* Required Question